

## DEPARTMENT OF CHARITABLE GAMING BINGO ADMISSION SALES

<b>When to use</b>	Use this form to record all admission sales, door sales, or special table sales of all bingo paper.
<b>Organization</b>	Fill in the official name of your organization.
<b>Session Date</b>	Fill in the session date.
<b>Signature of Cashier</b>	Cashier must complete and sign the form.
<b>Signature of Bingo Manager</b>	Bingo Manager must sign form. It is the manager's responsibility to ensure that all information is complete and accurate to the best of their knowledge.

### ADMISSIONS CONTROL PLAYER COUNT

<b>Beginning Serial Number on Hand</b>	Enter the serial number of the first admission control ticket issued this session. Issue all tickets in numerical order.
<b>Ending Serial Number on Hand</b>	Enter the serial number of the next admission control ticket to be issued.
<b>Total Count = Total Players</b>	Enter the difference between the Ending Serial Number on Hand and the Beginning Serial Number on Hand. This should be the total player count for the session. Carry the total to Form 103, Line 1.

### PAPER AVAILABLE FOR SALE

**Lines 1 through 10** Enter the following information for each type of paper available for sale.

<b>Column A</b>	<i>Type of Paper</i>	Example - 9on, 12on, 18on, Bonanza, Early Bird, Quickie, Jackpot, WTA, Lucky Seven, etc.
<b>Column B</b>	<i>Unit of Measure</i>	List either card, pack or sheet.
<b>Column C</b>	<i># of Units - Start</i>	Enter the number of units issued from stock room.
<b>Column D</b>	<i># of Units – Finish</i>	Enter the number of units that have not been sold.
<b>Column E</b>	<i># of Units Sold</i>	Enter the difference between Column C and Column D.
<b>Column F</b>	<i>Unit Price</i>	Enter the amount you charge for each unit.
<b>Column G</b>	<i>Total Sales</i>	Enter the total sales by multiplying Column E x Column F.

## **TOTALS FOR SESSION**

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| <b>11. Total Admission Sales</b>       | Add up the total sales from Column G, Lines 1 through 10 and enter the total. Carry this total to Form 103, Line 3.a.                      |
| <b>12. Beginning Change Fund</b>       | Enter the cash on hand at the start of the session (change fund).  |
| <b>13. Discounts Given</b>             | Enter the total of all discount coupons, promotions, birthday packs, senior citizen discounts, etc.. Carry this total to Form 103, Line 9. |
| <b>14. Door Prize Coupons Redeemed</b> | Enter the total of all door prize coupons redeemed this session. Carry this total to Form 103, Line 16.b.                                  |
| <b>15. Total Cash to Account For</b>   | Enter the total of Line 11 plus Line 12 minus Lines 13 and 14.<br>(Total Sales + Change Fund – Discounts – Door Prizes)                    |
| <b>16. Total Cash on Hand</b>          | Count your cash on hand and enter the total.   |
| <b>17. Overage or (Shortage)</b>       | Enter the difference between Line 15 and Line 16<br>If line 15 is larger, it is a shortage. If line 16 is larger, it is an overage.        |